



SKELTON TOWNSCAPE HERITAGE PARTNERSHIP BOARD

Minutes of a Meeting of the Partnership Board held on Wednesday 8th February 2017 in Skelton Civic Hall

Present: Angus McDonald (Chair), Anthony Harding (Lead Applicant), Anthony Wharton (Skelton and Gilling Estates), Audrey Kirby (Church Representative), Jane Dauncey (Shopkeepers' Representative), Darren Edmonds (Masterplan Delivery, Redcar & Cleveland Borough Council R&CBC), Julia Hedges (Skelton Villages Civic Pride), Jo Fearey (Community Development Officer Redcar & Cleveland Borough Council), Peter Appleton (Methodist Church Representative),

In Attendance: John Haw (Project Manager)

1. Apologies: Rita Lawson (Tees Valley Rural Community Council), Pam Batts (Skelton Villages Civic Pride), Dr Michael Betterton (Residents Representative)

2. Minutes of the previous meeting on 11th January 2017

The minutes of the previous meeting were agreed.

3. Matters arising not covered on the Agenda

There were no matters arising.

4. Action Reports

Public Realm Progress

Architectural drawings for the Public Realm design were displayed in preparation for planning permission submission and tendering.

It was reported that a provisional costing estimate from the QS consultants indicates a figure within the identified programme budget.

It is proposed that tender responses will be considered by the Design & Procurement Team on 5.4.17 and this will be reported at the April meeting.

The tender evaluation process will be undertaken on a 60% quality: 40% cost basis, with a major consideration to be given to maintaining access to properties.



DE explained the details of the tender evaluation criteria to be applied.

Consultation with Freeholders and Shopkeepers – JH reported on the internal property surveys of all shops in Phase 1 (except the flat at No.121 High St). It was noted that the consultation process had been delayed due to unresolved issues with the Heritage Lottery Fund (HLF), concerning interpretation of legal agreement details.

Procurement Fair – Monday March 13th 2017 – The event has been organised to allow local contractors to register an interest for inclusion in the tender process. It was agreed that information regarding this event will be notified to HLF.

HLF Issues – It was reported that draft legal documents (to be agreed with property owners) have been submitted to HLF, however important issues have been notified to HLF (concerning the financial clawback clause) without response to date. The Board were informed that this may delay progress in negotiations with shop owners and the rigid interpretation of the 'clawback clause' may be counter-productive in achieving the signing of legal agreements with owners.

HLF have recently stated that legal agreements must include a proportion of design fees to be payable as part of owners' contributions to costs of work

(Balance omitted due to commercial sensitivity)

. It was agreed to add these issues to the Risk Register.

Activity Statement 1 – Archaeology Project - Workshop & Lecture

A Workshop has been arranged for Wednesday 22nd March 2017 at Skelton Methodist Community Church at 14.00 - 16.00, to be led by Dr Robin Daniels (RD) of Tees Archaeology. This will be invitation and pre-booking. He will also give an open public lecture on 'Medieval Skelton' at 19.00 at the same venue. A meeting with RD on 2.3.17 is planned to finalise arrangements.

It was reported that Phase 2 of the Archaeology Project to carry out the Earthwork Survey will take place beginning Tuesday May 9th 2017.



Supported by
The National Lottery[®]
through the Heritage Lottery Fund





Snapshot in Time – Phase 2 11th – 15th September 2017

The second phase of the programme was described and will be based at the Project Office, 97 High Street.

Activity Statement 6 – Historic Sports Day

There was no further information regarding the application sent to R&CBC for permission to use the Skelton sports field. Further fundraising suggestions were noted including possible support from Skelton & Brotton Parish Council and the 'Big Local' funding scheme.

Activity Statement 8 – Mosaic Trail

JF reported on progress following a meeting on January 19th 2017 at Freeborough Academy with the artists present. It was noted that designs will be collected on February 9th 2017.

The Board were informed that the Conservation Officer from R&CBC has advised on listed building consent that will be required for 2 listed properties, namely, The Old School, South Terrace and Old All Saints Church. Skelton & Gilling Estates have given permission for their properties.

6. Financial Report

Finance Report No.7 detailing income and expenditure up to 31st January 2017 shows that spending to date was £21, 578.

Income showed that volunteer time contributions are exceeding budget forecasts.

It was noted that the next claim to HLF will be based on expenditure to 28.2.17 in order that R&CBC can process the claim within time constraints.

7. Programme

It was reported that a slippage in the Programme Action Plan is evident as a result of delays in HLF responses to legal agreement queries. This has resulted in delays in progress with shop owner negotiations for project inclusion.

8. Items for Report, Endorsement or Decision

None to report



9. Risk Register

The Designers Risk Register was discussed.

It was reported that there would be inevitable issues arising from carrying out the Public Realm work. This document is required as part of Health & Safety considerations and as part of design and construction regulations.

10. Any Other Business

PA reported on the use of the Skelton Townscape Heritage website. To date there had been 521 site visits.

11. Date of next meeting – Wednesday 8th March 2017

Meeting closed at 15.40

New dates for the next quarter from April 2017 would be agreed at the next meeting.



Supported by
The National Lottery[®]
through the Heritage Lottery Fund

